

GP ARCHIVES COMMITTEE MINUTES, JULY 10, 2012

ATTENDING: Charlie Snyder, Nancy Schwartz, Kay Hager, Marian Green, Katherine Mitchell, Nancy Walz

NEW ARRANGEMENT OF ARCHIVES

For the first time, the committee met in the Archives itself! With the new arrangement of shelving and desks, it opened up a space in the middle of the room for a large table that can fit quite a few people comfortably. It's a huge improvement for our volunteers and archivist to be working without being crammed into a corner or bumping elbows.

BUDGET

Kathryn put together a simplified budget sheet for the fiscal year 2012-13 so the committee could more easily plan the budget for the November budget season. Much progress was made itemizing each line and will be finalized in the next months.

ARCHIVIST SEARCH

The search is underway for a new archivist and Charlie has sent out a revised job description to various contacts such as the State Archives and the Montgomery Historical Society. We all need to spread the word.

VOLUNTEERS

After a couple of irregular weeks because of the holiday and power outage, the volunteer schedule is back on track. As expected, we lost several Walter Johnson H.S. students at the end of the spring semester but have found others to replace them that are working out well.

TECHNICAL ISSUES

The new super fast printer has been installed on the laptop to allow people to work on PastPerfect on the main computer and scan on the laptop at the same time. Planning to purchase another laptop, network the computers so more than one person can be working at the same time, buy another seat license for PastPerfect, and purchase misc. supplies. Setting up a website is under discussion with the help of one of the volunteers.

The digital voice recorder worked beautifully for Nancy Schwartz so also considering buying one more. That led to a discussion of the Oral History project which continues to move along but admittedly at a slow pace. No matter what kind of technology is used, it's still a very laborious process to transcribe each interview. We're always looking for more volunteers to help out.

GOALS

Charlie brought the meeting to a close with the reminder that our #1 priority is to catalogue everything in the Archives with the supervision of a professional archivist who can train and oversee a group of volunteers.

NEXT MEETING: Tuesday, Sept. 18th in the Archives